



STATE OF MISSOURI ADMINISTRATIVE POLICY

POLICY TITLE: State Vehicles	AUTHORIZED BY:
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ISSUED: January 2002	REVISED: February 1, 2004

I. GENERAL STATEMENT

The purpose of the State Vehicle Policy is to ensure vehicles under the control of the state of Missouri are acquired, assigned, utilized, replaced and maintained in the most efficient and effective manner to conduct state business.

State vehicles shall be used for official business only, in accordance with Section 301.260 RSMo. The State Vehicle Policy shall further govern the usage of state vehicles. Agencies may adopt additional policies provided they do not conflict with the provisions of this policy.

This policy applies to all state agencies or other unit of the executive branch of state government.

Definitions

“State vehicle” means any licensed motor vehicle owned, rented, borrowed, or leased by the State of Missouri and used primarily to transport people or property over roads, highways or state property. Rental vehicles are considered state vehicles when rented by a duly authorized employee and while used for official state business.

“Official state business” or “state business” means any activity conducted in conformance to these rules and directed and controlled by a state agency to advance the lawful policies and purposes of the agency.

“Operator” means any authorized state employee, elected official, appointee or other individual as provided by law, who is in control of a state vehicle and who possesses a valid drivers license for the type of vehicle operated.

“Authorized passenger(s)” means state employees or other individuals involved in the conduct of state business.

“Agency” means a state department, office, board, bureau, commission or other unit of the executive branch of state government.

“Specialty use vehicle” means state vehicles especially equipped for a specific function or purpose.

“Commuting” means the authorized use of state vehicles by state officers or employees for the purpose of traveling between the employee’s official work station and residence. Commuting shall be of two types:



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“Exempt commuting” means that the employee is exempted from federal and state taxation reporting requirements. Included is “De minimus” use and work related use of a “Qualified non personal use vehicle” as defined by this policy.

“Reportable commuting” means that the employee is subject to federal and state taxation reporting requirements.

“Qualified non-personal use vehicle” is any vehicle the employee is not likely to use more than minimally for personal purposes because of its design including but not limited to:

- Clearly marked police and fire vehicles
- Unmarked law enforcement vehicles when used for authorized purposes by a full time law enforcement officer
- Delivery trucks with seating for only the driver
- Flatbed, dump and garbage trucks
- School and passenger buses with over a 20-person capacity
- Ambulances
- Specialized utility repair trucks
- Pickup trucks or vans with a gross vehicle weight rating of 14,000 pounds or less are also considered to be qualified non personal use vehicles if they are modified with permanently affixed state agency decals or insignia and meet one of the following requirements:

Pickup Trucks must be equipped with at least one of the following:

- a) A hydraulic lift gate
- b) Permanent tanks or drums
- c) Permanent side boards or panels that materially raise the level of the sides of the truck bed
- d) Other heavy equipment

Vans must be equipped with one of the following:

- a) Permanent shelving that fills most of the cargo area
- b) An open cargo area and the van always carries material or equipment used for state business

“De minimis” means the personal use of a state vehicle that is of so small a value that accounting for it would be unreasonable or administratively impractical. De minimis personal use does not include unauthorized use as defined in Section F: Vehicle Usage of this policy.



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II. GUIDELINES AND PROCEDURES

A. Vehicle Records

1. All state vehicles owned by the state must be properly titled and licensed with the Missouri Department of Revenue.
2. To the extent possible, all direct costs of owning and operating state vehicles must be fully documented, including original purchase price, sale price, fuel, maintenance, and other expenses.
3. Vehicle usage logs must be maintained for each state vehicle and include the following information: name of driver, date(s) used, beginning and ending odometer readings, destination and purpose of use.
4. Appropriate managerial review of vehicle cost and use information should be conducted on a regular basis.

B. Vehicle Acquisition

1. In lieu of new or used vehicle purchases, agencies should first review utilization of existing vehicles to determine if vehicle reassignments would meet agency needs.
2. The State Fleet Manager must pre-approve all purchases of state vehicles with a Gross Vehicle Weight Rating less than 8,500 pounds with the exception of law enforcement pursuit vehicles operated by POST (Peace Officer Standards and Training Program) certified law enforcement officers. Prior to ordering vehicles, agencies shall submit order information in a format determined by the State Fleet Manager for review.
3. The expansion of agency vehicle fleets requires approval by the State Fleet Manager. Agencies must demonstrate a compelling need for expansion vehicles and that existing agency vehicles are utilized according to minimum utilization requirements outlined in this policy.
4. All state vehicles shall be purchased in accordance with Chapter 34, RSMo or other controlling statutes.



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5. Agencies shall comply with Section 414.410 RSMo establishing requirements for the acquisition of alternative fuel vehicles.
6. Agencies shall acquire vehicles consistent with budgetary intent.
7. Subject to availability of funds, replacement vehicles may only be purchased if current vehicles are being used according to minimum mileage requirements and it can be demonstrated that the:
 - a. Vehicle to be replaced was destroyed,
 - b. Cost to repair a damage vehicle is deemed uneconomical and the state's interest's would be better served by disposing of the vehicle rather than repairing it; or
 - c. Vehicle's age and/or mileage have rendered the vehicle in such condition that it cannot reliably, safely and/or economically serve its intended purpose or be used in a reasonable alternative capacity; or
 - d. Passenger vehicle to be replaced has reached a minimum of 7 years of age or 105,000 miles (whichever comes first). Passenger vehicles include sedans, station wagons, sport utility vehicles, light duty pickup trucks and minivans under 8,500 GVWR. Specialty use vehicles are exempt from these criteria.

C. Vehicle Maintenance

1. At a minimum, agencies should follow the manufacturer's recommended maintenance schedule for each vehicle.
2. Each agency must have a vehicle preventative maintenance policy listing the required maintenance activities for each class of vehicle the agency owns. Agencies may elect to follow the preventative maintenance schedules contained in Appendix A.
3. All maintenance and repairs performed on state vehicles must be documented and retained for the life of the vehicle.
4. The Office of Administration Vehicle Maintenance facility or other authorized state maintenance facility shall coordinate all repairs and maintenance on state vehicles owned by the state and primarily stationed in the Jefferson City area. Subject to agency policy, emergency repairs to these vehicles may be performed by another repair facility when the breakdown occurs outside the Jefferson City area. The OA Vehicle Maintenance Facility may issue waivers for specific vehicles, vehicle types and/or for certain repairs.



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D. Vehicle Assignment

1. Permanently assigned vehicles are dedicated to a single job function or individual based on travel needs for a semi-permanent time period. State vehicles shall not be permanently assigned unless they are assigned to:
 - a. An individual traveling more than 15,000 miles per year in the conduct of state business; or
 - b. Job functions/employees requiring specialty use vehicles; or
 - c. Job functions requiring frequent transportation in the performance of specific duties (e.g. mail, delivery, facility support vehicles, etc.); or
 - d. A person specifically identified by a department director or agency head. The department director or agency head must determine there is a compelling benefit to the state and document in writing that they support and approve of the assignment.
2. Pool vehicles are general use vehicles available for temporary assignment to multiple individuals.
 - a. Pool vehicles should average at least 15,000 miles per year.
 - b. Pool vehicles should be used when available and where more cost effective than other options.

E. Commuting in State Vehicles

1. State vehicles may not be used in a commuting capacity solely by virtue of an employee's position or for non-de minimis personal benefit as defined by the Internal Revenue Service.
2. Exempt commuting shall not be allowable in state vehicles unless:
 - a. The employee works from his/her home and the agency head has determined that it is unreasonable for the employee to pick up and drop off the vehicle each day, or;



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- b. The employee is subject to 24-hour call and must operate a qualified non-personal use vehicle.
 - c. It occurs in conjunction with official travel and is considered occasional and de minimis.
3. Reportable commuting where there is a compelling benefit to the state may only be permitted upon the recommendation of a department director or agency head and subsequent approval from the State Fleet Manager. Department directors and agency heads may not delegate this responsibility. State agencies must send a completed *Commuting Authorization Request Form* signed by the department director or agency head to the State Fleet Manager for approval.

F. Vehicle Usage

1. State vehicles shall be operated only for the performance of state business in accordance with Section 301.260 RSMo.
2. The operator of a state vehicle must be a state employee, elected official, appointee or other individual as provided by law, who possesses a valid drivers license for the type of vehicle operated. Contractors conducting state business may operate state vehicles provided they adequately indemnify the State of Missouri.
3. Only authorized passengers are permitted to ride in state vehicles. Non-state individuals such as volunteers, spouses, and children should not be passengers in a state vehicle unless they are involved in the conduct of business.
4. State vehicles are highly visible to the public and their use is scrutinized. Thus, poor driving manners and inappropriate use reflect on all state employees. Operators must exercise the highest degree of prudence and courtesy. The following are responsibilities of the operator while driving state vehicles or private vehicles on state business:
 - a. All occupants shall use safety restraints where equipped.
 - b. Established speed limits and all other traffic regulations must be followed. Parking and moving violation citations are the personal responsibility of the individual operating the vehicle at the time of the violation.



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c. Consumption of alcohol or use of illegal drugs is prohibited. Further, operators must not drive while under the influence of alcohol, illegal drugs or any other substance that impairs their ability to drive. Transportation of alcohol in state vehicles is prohibited except when necessary in the conduct of state business.

d. Use of tobacco products is prohibited in state vehicles.

State vehicles shall be used for state business only. Some examples of unauthorized use are:

e. Travel to entertainment facilities.

f. Sightseeing or trips for personal pleasure unless the trip is part of the official agenda for a business conference.

g. Transporting family members, dependents or friends to school, daycare, medical appointments, social events or other personal activities.

h. Conducting other personal business.

However, it is permissible to use a state vehicle for travel to meals or to attend to other necessities of the operator or authorized passenger when away from their official domicile on state business.

5. Agencies shall investigate complaints for alleged improper operation or use of a state vehicle. The operator may be subject to disciplinary action if the complaint is verified.

6. Liability to other persons (bodily injury and property damage) due to employee negligence in the operation of a state vehicle will be covered by the state, provided the employee was operating the vehicle while conducting state business. The operator assumes full responsibility for bodily injury and damages to the vehicle and/or third party damages if an accident occurs during any unauthorized use of a state vehicle.

7. Personal property in state vehicles is not insured for loss or damage by the state. Coverage for these items may be provided by the employee's personal insurance.



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8. Agencies should investigate accidents involving state vehicles in an effort to avoid reoccurrence. Employees found to have operated a vehicle in a careless manner or in violation of state law or departmental policy or procedures may be subject to disciplinary action.
9. State vehicles should not be used for out-of-state travel, unless specifically authorized by the agency.
10. Animals are not allowed in state vehicles unless they are transported in the conduct of state business or are required by a passenger's disability.

G. Safety

1. Vehicle operations:

- a. Operators of state vehicles or private vehicles on state business must adhere to applicable traffic laws and should operate the vehicle in a safe and attentive manner. The operator should avoid activity that may hinder safe operations such as inappropriate use of a cell phone; eating or reading while driving; and any other activity that may hinder the driver's attentiveness.
- b. Vehicle operators should follow the *Cellular Phone Usage Guidelines* contained in Appendix B.

2. Motor vehicle safety inspections:

At a minimum, all state vehicles owned by the state shall receive inspections in accordance with Section 307.350 RSMo and Section 643.315 RSMo.



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APPENDIX A

Preventative Maintenance Schedule

Day to Day:

1. Walk around the vehicle each day visually checking for body damage, lost/stolen license tags, tire condition and air pressures.
2. Check all under hood fluid levels at least every other fuel fill up.

Service Level I (5,000 miles or 3,000 miles for heavy-use vehicles):

1. The engine oil is to be drained from the crankcase and replaced with new quality energy conserving motor oil.
2. The oil filter is to be replaced with a new one that meets or exceeds the manufacturer's recommendations.
3. The air filter is to be cleaned or replaced.
4. The upper/lower ball joints and steering linkage is to be lubricated and inspected.
5. The tires are to be checked for proper air pressure and rotated according to the pattern set forth in the vehicle owner's manual.
6. A visual inspection for leakage, deterioration, or abnormal wear is to be made on the following components: drive belt(s), radiator and heater hoses, shock absorbers and/or McPherson struts, exhaust system, windshield wipers.
7. A check of all fluid levels, including but not limited to radiator, power steering, brake, transmission and windshield washer. Levels are to be topped off where necessary.
8. All running and turning lights will be checked and corrected if needed.

Service Level II (25,000 miles or 18,000 miles for heavy-use vehicles):

1. All items contained in Service Level I.
2. A "wheels off" inspection of all four brakes and components.
3. Rear wheel bearings are to be cleaned, inspected and repacked with a quality energy conserving grease.
4. Replace the air filter, fuel filter, PCV valve and spark plugs. The parts used are to meet or exceed the manufacturer's recommendations.
5. Change transmission fluid and filter.



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APPENDIX B

Safe Driving Practices

Cellular Telephone Usage Guidelines While Driving

Cellular telephone use is quickly expanding for employers during business travel. While the availability of cellular phones on the roadway has benefited in emergency calls, reporting congestion, etc., driver inattention and distraction has been implicated in some traffic accidents. Studies suggest that drivers who use car phones increase the risk of an accident. To improve the safety of employees, passengers and the public, driving guidelines have been developed for the use of cellular phones in vehicles.

- Always practice safe driving by buckling up, keeping your hands on the wheel and your eyes on the road.
- Be familiar with your cell phone features such as speed-dial and redial.
- Position your phone where it is easy to see and reach.
- Hands-free microphones are suggested while driving.
- Alert the person that you are speaking with that you are operating a vehicle.
- Use the manual dialing option only when stopped at a stoplight or pull off of the roadway.
- Ask the passenger to make the call for you.
- Use the speed-dialing feature for frequently called numbers.
- Allow your voice mail to pick up your calls when it is unsafe to answer the car phone.
- Do not use the cellular phone in distracting traffic conditions.
- Cease the use of cellular phone conversations during hazardous situations such as bad weather conditions or congested traffic.
- Never take notes while driving, pull off the road if you must write.
- Do not engage in stressful or emotional conversation while driving.
- Keep conversations brief and limited to business discussion.
- End the call without warning if the traffic situation warrants it.
- Stay in the slow lane while talking and do not pass other vehicles. Keep your driving maneuvers simple.
- If you see an emergency situation, pull to the side of the road to make the call to request assistance.



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Remember: safe driving is your first priority. Always assess the traffic conditions. Use the cellular phone when it is safe and convenient.

For more information on the safety of wireless communications in vehicles, visit the National Highway Traffic Safety Administration's website at www.nhtsa.dot.gov/people/injury/research/wireless/c6.htm.